

***Request *for* Proposal***

**332-8800**

***Environmental Services Consultant***

***Opens: November 27<sup>TH</sup>, 2002 at 2:00 PM***



***Venice of America***

***City of Fort Lauderdale***

***Issued for Office of Housing and Community Development  
By the Procurement & Materials Management Division***

***Kirk W. Buffington, C.P.M.,***  
**Manager, Procurement and Materials Management**

***E-mail:*** [kirkb@ci.fort-lauderdale.fl.us](mailto:kirkb@ci.fort-lauderdale.fl.us)

***Visit us on the web at*** [www.ci.fort-lauderdale.fl.us/purchasing](http://www.ci.fort-lauderdale.fl.us/purchasing)  
***(954) 828-5140***

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<b>RFP SCHEDULE</b>
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RELEASE OF RFP	11/06/02
LAST DATE FOR QUESTIONS OF A MATERIAL NATURE	11/15/02, 5:00 PM
ADDENDUM RELEASE, if required	11/19/02

<b>RFP DUE DATE</b>
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<b>11/27/02, 2:00 PM</b>
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1 <sup>ST</sup> EVALUATION COMMITTEE REVIEW, AND short-Listing <b>(TENTATIVE, AND IF REQUIRED)</b> Time and Location TBA	12/10/02
EVALUATION COMMITTEE FINAL RANKING <b>(TENTATIVE, AND IF REQUIRED)</b> Time and Location TBA	12/17/02

## PART II - INTRODUCTION/INFORMATION

### 01. PURPOSE

The City of Fort Lauderdale, Florida (City) is seeking proposals from qualified firms, hereinafter referred to as the Consultant, to provide ENVIRONMENTAL CONSULTANT SERVICES, AS NEEDED, AND AS DESCRIBED IN THE SCOPE OF SERVICES, as contained in this Request for Proposals (RFP).

### 02. INFORMATION OR CLARIFICATION

For information concerning procedures for responding to this RFP, contact Kirk W. Buffington, C.P.M., Manager, Procurement and Materials Management at (954) 828-5933. For information concerning the technical specifications or scope of services, contact Paul Costanzo, Housing and Community Development Manager, at (954) 828-8961. Such contact shall be for clarification purposes only. Material changes, if any, to the scope of services or bidding procedures will be transmitted by written addendum only.

#### 02.1. Last Date for Receipt of Material Questions:

The last date for receipt of all questions of a material nature is shown in the RFP schedule of this document. It is preferred that all questions be submitted in writing prior to the date and time shown. All questions should be mailed or faxed to the Purchasing Division, 100 North Andrews Avenue, Fort Lauderdale, FL, 33301, ATTN: Kirk W. Buffington. To facilitate prompt receipt of questions, they can be sent via FAX to (954) 828-5576, or e-mailed to: [kirkb@ci.fort-lauderdale.fl.us](mailto:kirkb@ci.fort-lauderdale.fl.us) Proposers please note: No part of your proposal may be submitted via FAX. The entire proposal must be submitted in accordance with the Instructions to Proposers contained in this RFP.

### 03. ELIGIBILITY

To be eligible to respond to this RFP, the proposing firm must demonstrate that they, or the principals assigned to the project, have successfully completed services, similar to those specified in the Scope of Services section of this RFP, to at least one government entity or City similar in size and complexity to the City of Fort Lauderdale.

### 04. MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION

It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms.

If a proposer is considered for award, he/she may be asked to meet with City personnel so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

04.1. Certification by Broward County, Florida: If awarded a contract or purchase order as a result of this solicitation, and if the awarded contractor/vendor is claiming minority status in accordance with Section 1.08 of the general Conditions, then said **awarded contractor/vendor will apply for certification by Broward County, Florida, Division of Equal Employment and Small Business Opportunity.** Contractor/vendor will provide documentation of application status, and once approved or disapproved by Broward County, will also provide that documentation to the Purchasing Division of the City of Fort Lauderdale.

**Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal.**

See General Conditions, Section 1.08 for MBE and WBE definitions.

05.0 ALL BIDDERS/PROPOSERS PLEASE NOTE: Any bidder or proposer submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-00-27, Lobbying Activities. Copies of Ordinance No. C-00-27 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at <http://ci.ftlaud.fl.us/documents/index.htm>

### **PART III - SPECIAL CONDITIONS**

#### **01. GENERAL CONDITIONS**

RFP General Conditions Form G-107 Rev. 07/01 (GC) are included and made a part of this RFP.

#### **02. VARIANCES**

While the City allows Contractors to take variances to the RFP terms, conditions, and specifications, the number and extent of variances taken will be considered in determining proposal responsiveness and in allocating proposal evaluation points. See Section 1.06 of GC.

#### **03. NEWS RELEASES/PUBLICITY**

News releases, publicity releases, or advertisements relating to this contract or the tasks or projects associated with the project shall not be made without prior City approval.

#### **04. RFP DOCUMENTS**

The Contractor shall examine this RFP carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligations under the Contract.

#### **05. PROPOSERS' COSTS**

The City shall not be liable for any costs incurred by proposers in responding to this RFP.

#### **06. RULES AND PROPOSALS**

The signer of the proposal must declare that the only person(s), company or parties interested in the proposal as principals are named therein; that the proposal is made without collusion with any other person(s), company or parties submitting a proposal; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the proposal has full authority to bind the principal proposer.

#### **07. CONFIDENTIAL INFORMATION**

Florida law provides that municipal records shall at all times be open for personal inspection by any person. (Section 119.01, F.S., the Public Records Law.) Information and materials received by City in connection with Proposers response shall be deemed to be public records subject to public inspection upon award, recommendation for award or 10 days after bid opening, whichever occurs first.

However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. Therefore, if the Proposer believes any of the information contained in his or her response is exempt from the Public Records Law, then the Proposer must in his or her response specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption, otherwise, the City will treat all materials received as public records.

#### **08. PUBLIC ENTITY CRIMES**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 Florida Statutes, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list.

**09. NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES**

Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services at its sole option.

While this contract is for services provided to the City's Administrative Services Department, the City may require similar work for other City departments. Contractor agrees to take on perform such services as may be required under the same contract provisions, unless such work would not be considered reasonable or become an undue burden to the Contractor.

**10. DELETION OR MODIFICATION OF SERVICES:**

The City reserves the right to delete any portion of this Contract at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished on the portion of the Contract to be deleted, the Contractor shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.

If the Contractor and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Contractor will submit a revised budget to the City for approval prior to proceeding with the work.

**11. ADDITIONAL ITEMS/SERVICES**

The City may require additional items or services of a similar nature, but not specifically listed in the contract. The Contractor agrees to provide such items or services, and shall provide the City prices on such additional items or services based upon a formula or method that is the same or similar to that used in establishing the prices in his proposal. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items or services from other vendors.

**12. WARRANTIES OF USAGE**

Any estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

**13. SUBSTITUTION OF PERSONNEL**

It is the intention of the City that the Contractor's personnel proposed for the contract will be available for the initial contract term. In the event the Contractor wishes to substitute personnel, he shall propose personnel of equal or higher qualifications. All replacement personnel qualifications are subject to prior City approval. In the event substitute personnel are not satisfactory to the City and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the Contract for cause. See Section 5.09 General Conditions.

**14. SUBCONTRACTING**

In the event subcontracting is permitted, the Proposer shall include all details regarding any sub-contractor in the RFP response, including credentials to support the experience and ability of the sub-contractor to perform the services outlined within the RFP specifications. The City reserves the right to accept or reject any proposed sub-contractor who does not meet the RFP requirements. If during the Contract term any subsequent subcontractor candidate shall be proposed, the sub-contractor candidate shall be promptly reported to the City with enough detail to allow the City to properly review the proposed candidate. The City reserves the right to approve or disapprove of any subcontractor candidate in its best interest.

## **15. INDEPENDENT CONTRACTOR**

The Contractor is an independent contractor under this Agreement. Personal services provided by the Contractor shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to services rendered under this Contract shall be those of the Contractor.

## **16. INSURANCE:**

The Contractor shall carry at all times the following insurance coverage:

- Worker's Compensation & Employer's Liability Insurance  
Limits: Worker's Compensation for all Contractor employees.  
Employer's Liability in the amount of \$100,000
- Commercial General Liability Insurance  
Limits: Combined single Limit Bodily Injury/Property Damage with minimum limits of \$500,000.  
Automobile Liability Insurance  
Limits: Bodily Injury - \$250,000 each person  
\$500,000 each occurrence  
Property Damage \$100,000 each occurrence

- Errors and Omissions

Professional Liability coverage providing no less than \$1,000,000 per occurrence limit for Errors and Omissions.

**The City shall be named as an additional insured for Commercial General Liability, only. All original certificates of insurance must be submitted to the Purchasing Division and be approved by the City's Risk Manager prior to commencement of any work.**

## **17. INDEMNITY/HOLD HARMLESS AGREEMENT**

The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorney fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions, relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder.

## **18. RECORDS, AUDITS**

The accounts and financial records, with respect to the services performed under the Contract, shall be kept separate or identifiable from those relating to the Contractor's other activities. The Contractor shall, with reasonable prior notice, make available, during reasonable business hours, to the City's Representative or Internal Auditor for inspection and audit all records and files relative to this Contract. The Contractor shall maintain and make available such records and files for the duration of the Contract, including any extension terms plus two (2) years.

Such records shall be maintained as an independent certified public accountant would need to examine in order to certify a statement of Contractor's operations according to generally accepted auditing standards.



**19. UNCONTROLLABLE CIRCUMSTANCES ("Force Majeure")**

The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

- A. the non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;
- B. the excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;
- C. no obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and
- D. the non performing party uses its best efforts to remedy its inability to perform.

Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

## PART IV - TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES

### INVITATION:

The City of Fort Lauderdale (City) makes this Request for Proposals (RFP) in order to select a consultant to provide the City's Office of Housing & Community Development (HCD) with consulting services in connection with its Community Development Block Grant (CDBG), HOME, SHIP, HOPWA and Emergency Shelter Grant programs.

### SCOPE OF SERVICES:

The Scope of Services shall include, but not be limited to, creating and processing all necessary Environmental Review Records (ERR), Finding of No Significant Impact (FONSI), Notices Of Intent (NOI) and Request For Release of Funds (RROF) for the FY 02/03 Fiscal Year's CDBG and HOME programs (copy of the approved 02/03 Action Plan has been attached, **EXHIBIT B**). Staff will be responsible for the actual newspaper publication of all notices. In addition, the consultant will provide the HCD staff with sufficient training in the previously enumerated areas to allow staff to undertake these activities in ensuing fiscal years.

In addition, throughout the remainder of the FY 02/03 Fiscal Year, the consultant will remain on retainer to lend expertise on request concerning other CDBG and HOME program related matters.

Deliverables: The consultant will provide the HCD with the following concerning the FY 02/03 projects:

1. A determination of environmental status for each project (i.e., exempt, categorically excluded, etc.).
2. Environmental assessments, where necessary, for individual projects. (Any necessary Environmental Impact Statements shall not be included in this contract.)
3. FONSI, where appropriate, ready for publication along with publishing/processing instructions.
4. NOIs, where appropriate, ready for publication along with publishing/processing instructions.
5. RROFs ready for publication along with publishing/processing instructions.
6. ERRs for each project in a form acceptable to HUD monitoring standards.
7. A training manual, along with on-site training, concerning the establishment and processing of environmental records.
8. A proposed schedule for the delivery of each of the above items.

Payment Schedule: The consultant will bill and be paid for the work as follows:

- For items 1-6 above, monthly on a percentage of completion basis.
- For item 7 above, a lump sum following the completion of training.
- For on-going assistance, on an hourly charge basis, billed monthly as incurred.

**FORM OF PROPOSALS:** Consultant must submit **5 copies** of their proposal, and the proposals should contain the following:

- **Statement of Qualifications**

This section should contain a statement of understanding of the critical issues and opportunities associated with the Project and how the Consultant is uniquely qualified to assist the HCD in this effort. Please include Standard Forms 254 and 255 for consideration of professional services related to the scope of services.

- **Previous Similar Experience**

Identify similar projects, which can demonstrate the Consultant's ability to complete such work. The projects listed should include:

- a) A brief description of the project including client, project size, budget, client goals, and design solution.
- b) Date of the project.
- c) Specific services provided by the Consultant.
- d) References with name, title, and phone number.

- **Previous City Awarded Project Experience**

Include a list of all the previous City of Fort Lauderdale projects awarded to the firm(s) over the past three years.

- **Proposed Fees**

Include three separate proposed fees. The first shall be for items 1-6 above, the second shall be for item 7 above, and the third shall be the hourly chargeable rates for the consultant's employees, by title, that may deal with on-going assistance throughout the fiscal year.

The hourly rate shall not be used in determining the total costs of each proposal. Allocation of cost points shall be determined by the total cost of items 1-6 and 7 enumerated above.

However, hourly costs shall be considered in the overall award.

## PART V – EVALUATION AND AWARD PROCEDURES

Award of the contract will be based on certain objective and subjective considerations listed in this section.

<u>EVALUATION CRITERIA</u>	<u>POINTS ASSIGNED</u>
1. Technical evaluation: The proposers understanding of the City's Requirements, and the technical submittal, in accordance with the RFP specifications <b>Maximum Points Available: 0 - 30 pts.</b>	35
2. Experience, qualifications, and past performance of the proposing firm. Includes client references and documented expertise of those persons who will service the City's contract services. <b><i>Please provide four (4) client references, including Company name, contact, address, and phone numbers, for organizations that are similar in size and complexity to the City. <u>Failure to provide references may disqualify your response.</u></i></b> <b>Maximum Points Available: 0 - 15 pts</b>	25
3. Experience of designated City Project Manager	30
5. Total Cost to the City <b>Maximum Points Available: 0 - 25 pts</b>	10
<b>MAXIMUM TOTAL POINTS AVAILABLE:</b>	<b>100</b>

The City reserves the right to accept or reject any and all proposals, or award based on the most advantageous proposal to this City.

An evaluation committee of qualified City Staff, and other persons selected by the City, will conduct evaluation of all responsive and responsible proposals. The committee will evaluate these proposals based on the information and references contained in the proposal as submitted. The committee will score and rank all responsive proposals and determine a short list of a minimum of three (3) proposers, if more than three (3) proposals are responsive, to be finalists for further consideration. In the event there are less than three (3) responsive proposals, the committee will give further consideration to all responsive proposals received.

The City may require additional information and Proposers agree to furnish such information in a timely manner upon request. The City may also require visits to Proposers facility and to customer installations, as part of the evaluation process. All information provided by Proposers, including client references, will be considered in the evaluation process. Short-listed proposals may be required to provide an oral presentation by appearing before the Evaluation Committee, or by conference telephone call, for clarification purposes only. If oral presentations are needed, the Committee may then re-score and re-rank the finalist's proposals based on consideration of all the information received. The first ranked proposer resulting from this process will be recommended to the City Commission for contract award.

The City reserves the right to award the contract to that Proposer who will best serve the interest of the City. The City reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the RFP process.

## **PART VI – INSTRUCTIONS/REQUIREMENTS OF THE PROPOSAL**

All proposals must be submitted as specified on the proposal pages, which follow. Any attachments must be clearly identified. To be considered, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If a proposer to respond to a requirement supplies publications, the response should include reference to the document number and page number. This will provide a quick reference for the evaluators. Proposals not providing this reference will be considered to have no reference material included in the additional documents.

All proposals must be submitted in a sealed package with the RFP number, due and open date, and RFP title clearly marked on the outside. If more than one package is submitted they should be marked 1 of 2, etc.

**All proposals must be received in the Procurement Division, City Hall, 100 North Andrews Avenue, #619, Fort Lauderdale, Florida, 33301 prior to 2:00 PM on the date specified in the RFP SCHEDULE section of this document.**

**A representative who is authorized to contractually bind the Contractor shall sign the proposal.**

### **Proposal Enclosures:**

The following enclosures shall, at a minimum, be submitted as a part of your RFP response:

- Resumes of all individuals to be involved with providing these services to the City.
- A minimum of four (4) references of agencies currently using the proposed system. Provide agency name, address, contact person, and telephone number.
- A list of at least three (3) jobs currently in process with the name, address and phone of the project manager.
- A time line for the project items as listed in the Scope of Services.

Proposers must identify any and all exceptions to these specifications. Should there be any deviations of the RFP requirements; the proposer must provide a detailed response to each item in the RFP where the proposed equipment does not meet the required specification.

**PROPOSERS MUST SUBMIT AN IDENTIFIED ORIGINAL COPY  
PLUS FIVE (5) COPIES OF THE PROPOSAL PAGES  
INCLUDING ANY ATTACHMENTS  
THE ABOVE REQUIREMENT TOTALS SIX (6) COPIES OF YOUR PROPOSAL**

### **PROPOSAL PAGES ARE AS FOLLOWS:**

Proposal Pages - Signature Page

Proposal Pages - Financial Proposal

Proposal Pages - Technical Proposal

Questionnaire

Attachments to your Proposal

**PROPOSAL SIGNATURE PAGE****TO: The City of Fort Lauderdale**

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the RFP. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this proposal. I certify that I have not divulged to, discussed with, or compared this proposal with other proposer(s) and have not colluded with any other proposer(s) or parties to this RFP. I certify I am authorized to contractually bind the proposing firm.

Proposal submitted by:

Name (printed) \_\_\_\_\_

Title: \_\_\_\_\_

Company: (Legal Registration) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ FAX No. (\_\_\_\_) \_\_\_\_\_

MBE \_\_\_\_\_

Yes

No

WBE \_\_\_\_\_

Yes

No

(In accordance with Section 1.08, of General Conditions)

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**ADDENDUM ACKNOWLEDGEMENT** - Proposer acknowledges that the following addenda have been received and are included in his proposal:

**Addendum No.**   **Date Issued**

**VARIANCES**: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of RFP, attachments or proposal pages. No variations or exceptions by the Proposer will be deemed to be part of the proposal submitted unless such variation or exception is listed and contained within the proposal documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your proposal complies with the full scope of this RFP.

Variances: **PROVIDE ANY VARIANCES TO SCOPE, TERMS, CONDITIONS, ON A SEPARATE PAPER, FIRM LETTERHEAD, CLEARLY LABELED "VARIANCES", WITH RFP NUMBER.**

**FINANCIAL PROPOSAL**

**PRICING: Specific Item List – PROPOSER TO COMPLETE AND RETURN AS PART OF THE RFP RESPONSE.**

**PRICING (All items must be priced)**

As described completely in Scope of Services

Description	Price
1. Determination of environmental status 2. Environmental assessments 3. FONSI, where appropriate 4. NOIs, where appropriate 5. RROFs ready for publication 6. ERRs for each project	
TOTAL (ITEMS 1-6)	\$
7. Training manual, with on-site training	\$
TOTAL COST (items 1-6 AND ITEM 7)	\$

**Optional Services as needed**

Description	Hourly Rate
8. Hourly rates for professionals as listed, and incurred	
a.	
b.	
c.	
d.	
e.	
f.	
g.	
h.	
i.	
j.	



**REFERENCES**

	Agency Name	Address	Contact Person	Phone
1				
2				
3				
4				

**CURRENT PROJECTS**

	Agency Name	Address	Contact Person	Phone
1				
2				
3				

**Proposal Summary – Narrative Understanding**

Submit a statement explaining your understanding of the City's requirements, as contained in each section of the RFP/Scope of Services. Mark each section in accordance with the corresponding section of this RFP.

**PROFESSIONAL/TECHNICAL: Documentation:**

Provide the names, titles, and professional qualifications of all your personnel who will be assigned to the City's contract services. Include resumes, and all applicable certifications. If additional space is needed, please include this as an appendix to your RFP response.

**Proposal Summary-Questionnaire/General Information**

**Lawsuits (any) pending or completed involving the corporation, partnership or individuals with more than ten percent (10%) interest:**

- a) List all pending lawsuits which are concerned directly with the staff or part of your organization proposed for this contract:

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- b. List all judgments from lawsuits in the last 5 years which are concerned directly with the staff or part of your organization proposed for this contract:

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**Contract Commencement:**

How many calendar days from final execution of the contract would you need prior to the initial meeting with the City?

\_\_\_\_\_ Days

How many calendar days would you estimate that you would need after the initial meeting with the City until you would have your preliminary outline available for City review?

\_\_\_\_\_ Days

**Prior Experience:**

Number of years experience the proposer has had in providing similar services:

\_\_\_\_\_ Years

List those City of Fort Lauderdale agencies with which the proposer has had contracts or agreements during the past three- (3) years:

The Proposer understands that the information contained in these Proposal Pages is to be relied upon by the City in awarding the proposed Agreement, and such information is warranted by the Proposer to be true. The Proposer agrees to furnish such additional information, prior to acceptance of any proposal, relating to the qualifications of the Proposer, as may be required by the City.

**PROPOSERS PLEASE INSURE THAT YOU HAVE SIGNED THE SIGNATURE PAGE OF THESE PROPOSAL PAGES. OMISSION OF A SIGNATURE ON THAT PAGE MAY RESULT IN REJECTION OF YOUR PROPOSAL**

**COMPLETE AND RETURN THE REQUIRED NUMBER OF PROPOSAL PAGES AND ATTACHMENTS.**

**INCLUDED?                      YES: \_\_\_\_\_ NO: \_\_\_\_\_**

**EXHIBIT “A”****City of Fort Lauderdale  
GENERAL CONDITIONS**

These instructions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Division of Procurement & Materials Management. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement.

**PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:**

- 1.01 BIDDER ADDRESS:** The City maintains automated vendor mailing lists for each specific Commodity Class Item. Invitation to Bid (ITB'S) will be mailed first to a selection of Bidders who have fully registered on our system. Requests will be mailed to unregistered Bidders within a reasonable time frame for that bid only. Neither the mailing of one ITB to the vendor, nor a bid in return, will register a vendor on our system. If you wish purchase orders sent to a different address, please so indicate. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 30 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.04 TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.05 BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that his bid and the prices quoted in his bid will be firm for acceptance by the City for a period of ninety (90) days from the date of bid opening unless otherwise stated in the ITB.
- 1.06 VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.
- By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared, by the City as conditional.
- 1.07 NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.
- 1.08 MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its purchasing activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term 'Minority Business Enterprise' means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

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WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including Pakistani and East Indian.

HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.

ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

### 1.09 MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION

It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal. If a proposer is considered for award, he will be asked to meet with City staff so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

- 1.09(a) **CERTIFICATION BY BROWARD COUNTY, FL:** If awarded a contract or purchase order as a result of this solicitation, and if the awarded contractor/vendor is claiming minority status in accordance with Section 1.08 of the General Conditions, then said awarded contractor/vendor shall apply for certification by Broward County, Florida, Division of Equal Employment and Small Business Opportunity. Contractor/vendor shall provide documentation of application status, and once approved or disapproved by Broward County, must also provide that documentation to the Purchasing Division of the City of Fort Lauderdale.

## **Part II DEFINITIONS/ORDER OF PRECEDENCE:**

- 2.01 **BIDDING DEFINITIONS** The City will use the following definitions in its general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:  
INVITATION TO BID (ITB) when the City is requesting bids from qualified Bidders.  
REQUEST FOR PROPOSALS (RFP) when the City is requesting proposals from qualified Proposers.  
BID – a price and terms quote received in response to an ITB.  
PROPOSAL – a proposal received in response to an RFP.  
BIDDER – Person or firm submitting a Bid.  
PROPOSER – Person or firm submitting a Proposal.  
RESPONSIVE BIDDER – A person whose bid conforms in all material respects to the terms and conditions included in the ITB.  
RESPONSIBLE BIDDER – A person who has the capability in all respects to perform in full the contract requirements, as stated in the ITB, and the integrity and reliability that will assure good faith performance.  
FIRST RANKED PROPOSER – That Proposer, responding to a City RFP, whose Proposal is deemed by the City, the most advantageous to the City after applying the evaluation criteria contained in the RFP.  
SELLER – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.  
CONTRACTOR – Successful Bidder or Proposer who is awarded a Purchase Order, award Contract, Blanket Purchase Order agreement, or Term Contract to provide goods or services to the City.  
CONTRACT – A deliberate verbal or written agreement between two or more competent parties to perform or not to perform a certain act or acts, including all types of agreements, regardless of what they may be called, for the procurement or disposal of equipment, materials, supplies, services or construction.  
CONSULTANT – Successful Bidder or Proposer who is awarded a contract to provide professional services to the City.  
The following terms may be used interchangeably by the City: ITB, or RFP; Bid or Proposal; Bidder, Proposer, or Seller; Contractor or Consultant; Contract, Award, Agreement or Purchase Order.

- 2.02 **SPECIAL CONDITIONS:** Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety,

## **PART III BIDDING AND AWARD PROCEDURES:**

- 3.01 **SUBMISSION AND RECEIPT OF BIDS:** To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidder's should use the proposal forms provided by the City. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the City in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Procurement Office, or other designated area, in the presence of Bidder's, the public, and City staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.
- 3.02 **MODEL NUMBER CORRECTIONS:** If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City's requirements.

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- 3.03 PRICES QUOTED:** Deduct trade discounts, and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Each item must be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the City.
- 3.04 TAXES:** The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property. Exemption **number for Federal Excise taxes is 59-74-0111K, and State Sales tax exemption number is 16-03-196479-54C.**
- 3.05 WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.
- 3.06 APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in his bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in his bid, to enable the City to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.
- 3.07 MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet, or exceed these items, and feels that the technical specifications are overly restrictive, he must notify the Procurement Division immediately. Such notification must be received by the Procurement Division prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.
- 3.08 MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle him to any relief from the conditions imposed in the contract.
- 3.09 SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.
- 3.10 LIFE CYCLE COSTING:** If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion that will most accurately estimate total cost of use and ownership.
- 3.11 BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.
- 3.12 USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest.
- 3.13 QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Procurement Manager reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 3.14 BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond, postal money order, cashier's check, or irrevocable letter of credit. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond or irrevocable letter of credit, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.
- 3.15 PUBLIC RECORDS:** Florida law provides that municipal records shall at all times be open for personal inspection by any person. Section 119.01, F.S., The Public Records Law. Information and materials received by City in connection with an ITB response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 10 days after bid

opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. If the Proposer believes any of the information contained in his or her response is exempt from the Public Records Law, then the Proposer, must in his or her response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption, otherwise, the City will treat all materials received as public records.

**3.16 PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's bidder lists and prohibition from engaging in any business with the City.

**3.17 RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.

If the ITB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the City in the past. This procedure to continue until a bidder is selected or the contract is re-bid, at the sole option of the City.

**3.18 LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

#### **PART IV BONDS AND INSURANCE**

**4.01 PERFORMANCE BOND/IRREVOCABLE LETTER OF CREDIT:** If a performance bond or irrevocable letter of credit is required in Special Conditions, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond or an Unconditional Irrevocable Letter of Credit payable to the City of Fort Lauderdale, Florida, in the face amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent. If a Letter of Credit is chosen, it must be in a form acceptable to the City, drawn on a local (Broward, Dade or Palm Beach Counties) bank acceptable to the City and issued in favor of the City of Fort Lauderdale, Florida. If a Bidder wishes to use a non-local bank, he must have prior City approval of the requirements to draw against the Letter of Credit.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond or Irrevocable Letter of Credit is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

**4.02 INSURANCE:** If the Contractor is required to go on to City property to perform work or services as a result of ITB award, the Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by City or specified in Special Conditions.

The Contractor shall provide to the Purchasing Division original certificates of coverage and receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractor's insurance is subject to the approval of the City's Risk Manager. The certificates must list the City as an ADDITIONAL INSURED and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting his bid, agrees to abide by such modifications.

#### **PART V PURCHASE ORDER AND CONTRACT TERMS:**

**5.01 COMPLIANCE TO SPECIFICATIONS, LATE DELIVERIES/PENALTIES:** Items offered may be tested for compliance to bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:

- Bidder's name being removed from the City's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
- All City Departments being advised to refrain from doing business with the Bidder.
- All other remedies in law or equity.



- 5.02 ACCEPTANCE, CONDITION, AND PACKAGING:** The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the City. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after City receipt and acceptance of materials or services.
- 5.03 SAFETY STANDARDS:** All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupational Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Material Safety Data Sheet (MSDS).
- 5.04 ASBESTOS STATEMENT:** All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB he will supply only material or equipment that is 100% asbestos free.
- 5.05 OTHER GOVERNMENTAL ENTITIES:** If the Bidder is awarded a contract as a result of this ITB, he will, if he has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.
- 5.06 VERBAL INSTRUCTIONS PROCEDURE:** No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.
- 5.07 INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, purchasing policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.
- 5.08 INDEMNITY/HOLD HARMLESS AGREEMENT:** The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorney fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.
- 5.09 TERMINATION FOR CAUSE:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.
- 5.10 TERMINATION FOR CONVENIENCE:** The City reserves the right, in its best interest as determined by the City, to cancel contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 5.11 CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.
- 5.12 RECORDS/AUDIT:** The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The form of all records and reports shall be subject to the approval of the City's Internal Auditor. The Contractor agrees to make available to the City's Internal Auditor, during normal business hours and in Broward, Dade or Palm Beach Counties, all books of account, reports and records relating to this contract for the duration of the contract and retain them for a minimum period of one (1) year beyond the last day of the contract term.
- 5.13 PERMITS, TAXES, LICENSES:** The successful Contractor shall, at his own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried on under this contract.
- 5.14 LAWS/ORDINANCES:** The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.

**5.15 NON-DISCRIMINATION:** There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract.

**5.16 UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party to the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required items or services, then the Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor, and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:

1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.
2. The City requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.
3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this section of the contract to relieve themselves of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying him for receiving any business from the City for a state period of time.

If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.

**5.17 ELIGIBILITY:** If applicable, the Contractor must first register with the Department of State of the State of Florida, in accordance with Florida State Statutes, prior to entering into a contract with the City.

**5.18 PATENTS AND ROYALTIES:** The Contractor, without exception, shall indemnify and save harmless the City and its employees from liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

**5.19 ASSIGNMENT:** Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the City Manager or selected designee.

**5.20 LITIGATION VENUE:** The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District in and for the State of Florida.

# CITY OF FORT LAUDERDALE

## ANNUAL ACTION PLAN OF THE CONSOLIDATED PLAN FOR THE 2002-03 PROGRAM YEAR

### BUDGET and NARRATIVE SUMMARY

The federal government requires that an Annual Action Plan be submitted to the U.S. Department of Housing and Urban Development (HUD) before the City can receive certain federal funds, including funds under the following programs: Community Development Block Grant (CDBG); HOME Investment Partnership Program (HOME); Emergency Shelter Grant (ESG) program; and Housing Opportunities for Persons with AIDS (HOPWA). The 2002-03 allocations from HUD to the City for these programs are: ESG - \$94,000; HOME - \$1,116,000; HOPWA - \$6,960,000 and CDBG - \$2,700,000.

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#### EMERGENCY SHELTER GRANT (ESG) PROGRAM

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**PROPOSED ACTIVITIES 2002-03 ESG BUDGET:** **\$94,000**

Homeless Assistance	\$65,800
Homeless Prevention	\$28,200

**HOMELESS ASSISTANCE CENTER:** Funds will be provided to the Broward Partnership for the Homeless, Inc for continued operation of the Homeless Assistance Center on Sunrise Boulevard. Funds will be used for operations of the shelter. Matching funds will be provided by actual County staff time worked at the Homeless Assistance Center.

**HOMELESS PREVENTION:** Continued funding to Broward County, via the Bureau of Children and Family Services, for operation of the Homeless Prevention Program. The funds will be used to provide short-term rent/mortgage assistance and utilities (water/electricity) to Ft. Lauderdale families facing eviction notices or notices of termination of utility services. The assistance is limited to six months or \$3,000 per household. Staff will provide matching funds for the Homeless Prevention Program.

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#### HOME

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**PROPOSED ACTIVITIES 2002-03 HOME BUDGET** **\$1,116,000 Allocation**

CHDO Set Aside	\$ 364,400
Owner Occupied Rehabilitation	\$ 220,000
Replacement Housing	\$ 220,000
Tenant Vouchers for Homeless	\$ 100,000
Tenant Vouchers for Disabled	\$ 100,000
Administration	\$ 111,600

**CHDO SET-ASIDE:** The City is required to set-aside 15% of its annual HOME allocation for an eligible Community Housing Development Organization (CHDO). The City has set aside more than the required 15% to encourage local nonprofit organizations to help to redevelop rental units in

## EXHIBIT B

foreclosure in the northwest quadrant of the City. A formal RFP process will be used to select the CHDO(s), which will receive the assistance.

**OWNER OCCUPIED REHABILITATION:** Funds will be used to provide assistance to eligible homeowners throughout the City to bring their homes up to standard condition.

**REPLACEMENT HOUSING:** Funds will be used to construct new homes for eligible homeowners whose units are beyond repair.

**TENANT VOUCHERS FOR HOMELESS FAMILIES WITH CHILDREN:** Funds are provided for tenant vouchers for homeless families with children.

**TENANT VOUCHES FOR PERSONS WITH DISABILITIES:** Funds for tenant vouchers for persons with mental and physical disabilities.

**ADMINISTRATION:** The City is permitted to use 10% of its annual HOME allocation for administration of HOME programs. The required match for HOME activities will be provided by State Housing Initiatives Partnerships (SHIP) Program funds.

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### HOPWA

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#### PROPOSED ACTIVITIES FOR THE 2002-03 HOPWA BUDGET: \$6,960,000

Direct Emergency Assistance/Housing Transition	\$ 501,931
ALF Placement	\$ 845,000
Substance Abuse Housing	\$ 682,883
Rental Vouchers/Client Based	\$3,500,000
Project-based Rental Assistance	\$1,156,386
Housing Referral	\$ 65,000
Administrative Expenses	\$ 208,800

**DIRECT EMERGENCY ASSISTANCE/HOUSING TRANSITION:** Continued support for emergency financial assistance for payment of rent, mortgage and utilities. Rent or mortgage payments will be limited to 21 weeks per year per household and will be made directly to the landlord or mortgage company. No payments are made directly to a client. Utility payments will be limited to \$500 per year and will be disbursed directly to the utility company. For the Housing Transition program, funds will be provided to HIV/AIDS persons who are ready to move into independent housing units to pay for first, last and security deposits. Clients should be homeless, or reside in a residential treatment center, transitional or short-term housing facility. Clients who already reside in independent housing are ineligible. Clients will have to demonstrate the ability to continue to pay the rent after initial assistance.

**A Request For Proposals was issued for HOPWA funds. If funds are needed to support other budgeted categories of housing assistance, direct financial assistance will be reduced to accommodate that need.**

**ALF PLACEMENTS:** Continued support for placement in Assisted Living Facilities. The program will be provided for clients who require supervision and some assistance with their activities of daily living. Meals, housekeeping, and all utility costs are included.

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**SUBSTANCE ABUSE HOUSING:** Continued support for persons with HIV/AIDS who also have a substance abuse problem requiring residential treatment would be able to receive housing support for up to 180 days in a residential substance abuse treatment program.

**RENTAL HOUSING VOUCHERS/CLIENT-BASED:** Continued support to provide lower-income HIV/AIDS persons or families rental assistance to live in private, independent apartment units. The household assisted will be required to pay no more than 10% of its gross income or 30% of adjusted income for rent and utilities, whichever is greater. The voucher will pay the difference. A utility allowance will be used to determine utility costs.

**PROJECT-BASED RENTAL ASSISTANCE:** Continued support for apartment units operated by nonprofit organizations for HIV/AIDS clients. Clients will be required to pay either 10% of gross income or 30% of adjusted income for rent and utilities whichever is greater.

**HOUSING REFERRAL:** The referral program will provide linkages to clean, safe, affordable housing for people with HIV, and their families. This includes referrals to emergency housing, transitional housing, low-income subsidized housing, assistance in the housing entry process, prescreening of clients, landlords, and property managers, and follow-up.

**ADMINISTRATION:** HOPWA provides 3% of the total grant for administrative costs. These funds will be used to pay for staff and office space to operate the HOPWA program.

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### COMMUNITY DEVELOPMENT BLOCK GRANT

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***PROPOSED ACTIVITIES FOR 2002-03 BUDGET:*** ***\$2,700,000***  
***allocation***

CRA	\$ 600,000
Step-Up	\$ 250,000
American Red Cross	\$ 14,842
Fair Housing Education and Outreach	\$ 30,000
NCIP	\$ 96,350
Urban League	\$ 50,000
Neighborhood Beautification	\$ 100,000
Emergency Repairs	\$ 100,000
Sewer Connections	\$ 300,000
Davie Blvd. Median Construction Project	\$ 300,000
Paint & Plant Program	\$ 200,000
Bass Park Swim Team	\$ 39,400
Girl Scouts of Broward County	\$ 29,608
Homeless Prevention	\$ 50,000
Administration	\$ 539,800

**Anticipated Program Income:** **\$ 100,000**

Any program income received will be added to the ongoing approved projects, as needed.

**COMMUNITY REDEVELOPMENT AREA (CRA) IMPROVEMENTS:** This is a multi-year neighborhood revitalization program designed to support housing, community and economic development. Activities for the 2002-03 program year include business incentives in the form of

## **EXHIBIT B**

Façade and Enterprise Zone loans, for businesses relocating to the designated CRA eligible areas and construction of a gateway entry project on Northwest 6<sup>th</sup> Street.

The boundaries of the CRA are: Federal Highway on the east; south to NE 4th Street; west to Andrews Avenue; south along Andrews Avenue to Broward Boulevard; west on Broward to the City limits; north along the City limits to Sunrise Boulevard; east along Sunrise Boulevard to Federal Highway. There are strong neighborhood and business associations, which are active partners with the City in these revitalization efforts.

**HOUSING AUTHORITY STEP-UP PROGRAM:** The Housing Authority of the City of Fort Lauderdale is the sponsor agency for a state-registered apprenticeship program known as the Step-Up Apprenticeship Initiative. This is the first program of its type in the South that provides effective and cost efficient educational, skills training and employment opportunities for people in the low-income/public housing neighborhoods to achieve self-sufficiency and economic independence. This is the seventh year of funding to support the Step-Up job-training program. Funds pay for journeypersons to provide trade skills instruction to participants and may be used for the following: transportation services to job sites and classrooms; one academic instructor for educational remediation services for participants, as well as counseling and case management, and educational supplies.

**AMERICAN RED CROSS-BROWARD COUNTY CHAPTER:** Support of a nationally certified training program for youth ages 11 – 17 to learn basic skills in leadership, professionalism, childcare, first aid and safe play.

**FAIR HOUSING EDUCATION AND OUTREACH:** This program provides fair housing education and outreach to residents of the City on fair housing issues, rights and remedies. HOPE, Inc., a local fair housing organization receiving grants from HUD for fair housing will provide these services.

**NEIGHBORHOOD CAPITAL IMPROVEMENT PROGRAM:** Continued support for neighborhood capital improvements by neighborhood associations within the City of Ft. Lauderdale. CDBG funds are used to provide a portion of the required match in CDBG eligible areas.

**URBAN LEAGUE OF BROWARD COUNTY:** Funds will be used to promote homeownership by providing financial literacy training and counseling to families to assist in identifying and overcoming barriers to homeownership.

**NEIGHBORHOOD BEAUTIFICATION:** Funds will be used to provide one-time grants to eligible homeowners to improve the exterior of their homes.

**EMERGENCY REPAIRS:** Funds will be used to make emergency plumbing, electrical and structural repairs to homes occupied by eligible homeowners.

**SEWER CONNECTIONS:** Funds will be utilized to assist very low-income households (50% of median and below) to hook up to sanitary sewer lines.

**DAVIE BOULEVARD MEDIAN CONSTRUCTION PROJECT:** Funds will be used for median improvements along Davie Boulevard.

**PAINT AND PLANT PROGRAM:** Support of project designed to improve the appearance of eligible single-family properties in select corridors of the City by providing physical upgrades on home exteriors and/or landscaping in front yards and swales.

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**BASS PARK SWIM TEAM PROGRAM:** Funds to support Parks & Recreation competitive swim team at Bass Park on a year-round basis to create a positive recreational opportunity for at-risk inner-city youth.

**GIRL SCOUTS OF BROWARD COUNTY:** Funds will provide support for after school and weekend activities to girls living in high-risk environments thus enabling them to develop to their fullest potential and become responsible, resourceful women.

**HOMELESS PREVENTION:** Funds will provide assistance to eligible renters and homeowners who are in danger of being evicted, foreclosed or having utilities shut off.

**GENERAL ADMINISTRATION:** Funding for program administrative costs related to planning and execution of community development activities. The City is limited to 20% of its CDBG annual allocation for administrative costs.